



STATE OF WASHINGTON  
STATE RECORDS COMMITTEE

*Office of the State Auditor • Office of Financial Management • Office of the Attorney General • State Archives*

*PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900*

**MEETING MINUTES**  
**July 1, 2009 – 1:30 pm**  
**Archives Conference Room, Olympia**

**Members Present:** Steve Ryser (Office of the State Auditor); Susan Pierini (Attorney General's Office); Regan Hesse (Office of Financial Management); Jerry Handfield (State Archivist)

**Staff Present:** Russell Wood (State Records Manager); Kerry Barbour (Digital Archivist); Michele Mallory (Records Management)

**Records Officers/Guests:** Barbara Benson (University of Washington); Christine Taylor (University of Washington); Lisa Homan Walker (Department of Labor & Industries); Anita Wieland (Office of Financial Management); Tammy Lee (Department of Labor & Industries); Tami Schwender (Department of Corrections); Carrie Fleming (Department of Corrections); Barb Parry (Department of Corrections); Marta Carlo (Department of Transportation); Grant Heap (Department of Transportation)

**I. ROUTINE BUSINESS**

**A. Call to Order:** Steve Ryser called the meeting to order at 1:35 p.m.

**B. Introduction of Records Officers/Guests:** All Records Officers and guests were introduced.

**C. Approve March 4, 2009 Minutes:** Ryser called for a motion to approve the June 3, 2009 minutes; moved by Pierini; seconded by Handfield

**Resolution:** Motion carried.

**D. Adoption of Today's Agenda:** Ryser called for a motion to approve today's agenda. Moved to approve as amended by Hesse; seconded by Handfield.

**II. OLD BUSINESS**

**A. 1. Tabled item from June 3, 2009 meeting**

**Washington State Patrol Office 880 (District/Detachment)**

The Washington State Patrol Records Officer requested to withdraw submitted schedule in order to determine retention requirements.

**2. Tabled item from June 3, 2009 meeting**

**Western Washington University Office 573 (Center for Service Learning)**

The Western Washington University Records Officer provided the requested correction in retention.

**Action:** Motion to approve: Hesse; seconded by Pierini

**Resolution:** Motion carried.

**3. Tabled item from June 3, 2009 meeting**

**Washington State University Office 0041 (WSU Extension)**

The Washington State University Records Officer requested to withdraw the submitted schedule for further clarification.

**4. Tabled item from June 3, 2009 meeting**

**Military Department Office 800 (Emergency Management Division/Response Section).**

The Military Department Records Officer requested to table in order to have more time to clarify the description and what types of emergencies these are. Request to table

**B. Update on Requests to Discontinue Records Series**

The State Records Manager provided an update on the status of backlogged discontinues. In the month of June, the Records Management Office received 116 newly submitted discontinues. The Washington State Archives signed and approved 551 discontinues. There have already been 22 discontinues submitted for the month of July. To date, there is a backlog of 889 discontinues. Records Management continues on to meet with the agencies over the next several months to work through the backlog.

**C. Update from the State Archivist**

The Washington State Archivist announced that the Washington State Archives was laying off 30 people total, which is almost 1/3 of its staff and will be done in up to 4 stages. There will be a reduction in services, i.e. Local Government grants. The next grant cycle has gone from \$2.5 million down to \$200,000. The lay-offs are due to budget cuts. The branch offices will be cut from 3 staff down to 1 or 1 ½ staff as well as reduction in office hour operations.

**III. NEW BUSINESS**

**A. Action Items for Committee Review/Approval**

**1. Eastern Washington University**

Records Retention Schedule for Office No office number listed (General Schedule Items), dated June 15, 2009

**Action:** Motion to approve pending correction of retention from years to months: Hesse; seconded by Handfield

**Resolution:** Motion carried.

**2. Washington State University**

Records Retention Schedule for Office 8537 (Imagine Tomorrow), dated May 18, 2009

**Action:** Motion to approve: Pierini; seconded by Handfield

**Resolution:** Motion carried

**3. Department of Transportation**

Records Retention Schedule for Office 040 (Highways & Local Programs Division), dated March 28, 2009

**Action:** Motion to table item #1 "Certificate Acceptance" to modify title and description and to clarify why changing from a 6 year retention to a 2 year retention: Motion to approve Item # 2 and 3: Pierini; seconded by Hesse

**Resolution:** Motion carried

**4. Superintendent of Public Instruction**

Records Retention Schedule for Office 191 (Fingerprint Records), dated May 5, 2009

**Action:** Records Officer requested to withdraw schedule for further clarification

**5. Department of Corrections**

Records Retention Schedule for Office 120 (Headquarters – Emergency Operations Unit), dated June 11, 2009

**Action:** Motion to approve: Pierini; seconded by Hesse

**Resolution:** Motion carried

Records Retention Schedule for Office 430 (Facility/Office/Site), dated June 9, 2009

**Action:** Motion to table for clarification of description and cut-off: Hesse; seconded by Pierini

**Resolution:** Motion carried.

#### **6. Department of Labor & Industries**

Records Retention Schedule for Office 220 (Risk Management and Internal Safety) dated June 10, 2009

**Action:** Motion to approve with amended cut-off: Hesse; seconded by Pierini

**Resolution:** Motion carried.

Records Retention Schedule for Office 425 (Specialty Compliance Services – Operations), dated May 19, 2009

**Action:** Motion to approve: Hesse; seconded by Handfield

**Resolution:** Motion carried.

Records Retention Schedule for Office 460 (Specialty Compliance Service – Contractor Registration/FAS/Plumber Administration)

**Action:** Motion to approve: Hesse; seconded by Pierini

**Resolution:** Motion carried.

Records Retention Schedule for Office 480 (Electrical Administration), dated May 15, 2009

**Action:** Motion to approve: Hesse; seconded by Pierini

**Resolution:** Motion carried.

Records Retention Schedule for Office 521 (Crime Victims – Bill Payment Unit), dated May 22, 2009

**Action:** Motion to approve: Hesse; seconded by Pierini

**Resolution:** Motion carried.

Records Retention Schedule for Office 800 (All Region Service Locations – Customer Service Program), dated May 21, 2009

**Action:** Motion to approve: Hesse; seconded by Pierini

**Resolution:** Motion carried.

Records Retention Schedule for Office 915 (Administrative Services – Facilities Services – Warehouse), dated June 10, 2009

**Action:** Motion to table to determine if fiscal receives: Ryser; seconded by Hesse

**Resolution:** Motion carried.

#### **7. University of Washington**

Records Retention Schedule for Office 10/05 (Labor Relations Office), dated June 9, 2009

**Action:** Motion to approve: Hesse; seconded by Pierini

**Resolution:** Motion carried.

Records Retention Schedule for Office 10/10 (UW Work/Life Office), dated June 2, 2009

**Action:** Motion to approve: Pierini; seconded by Hesse

**Resolution:** Motion carried.

Records Retention Schedule for Office 15/01/04 (Registrar's Office: Graduation and Academic Records), dated June 9, 2009

**Action:** Motion to approve: Hesse; seconded by Pierini

**Resolution:** Motion carried.

Records Retention Schedule for Office 15/01/06 (Registrar's Office: Registration and Transcripts Office), dated June 2, 2009

**Action:** Motion to approve: Hesse; seconded by Pierini

**Resolution:** Motion carried.

Records Retention Schedule for Office 34/06/06 (Health Sciences Administration: H S AS&F: Clinical Skills and Assessment), dated June 2, 2009

**Action:** Motion to approve: Hesse; seconded by Pierini

**Resolution:** Motion carried

Records Retention Schedule for Office 34/06/07 (Health Sciences Administration: H S AS&F: Laboratory Services), dated June 2, 2009

**Action:** Motion to approve: Pierini; seconded by Hesse

**Resolution:** Motion carried.

#### IV. OTHER BUSINESS

##### A. Announcements from the State Archivist

1. Reminder to all of the National Association of Government Archives & Records Administrators will be in Seattle July 15<sup>th</sup> through July 18<sup>th</sup>, 2009 at the Crowne Plaza Hotel.

##### B. Prior Review Procedures

It was brought to the Committees attention that the Prior Review Procedures were out of date and needed to be reviewed and approved. The State Records Manager recommended changing the entire process to run records management for efficiently. The State Records Manager volunteered to develop standards as well as meet with a group of records officers to accomplish this task. The SRC agreed to endorse the current procedure and will review updates in future meetings.

**Action:** Motion to approve: Handfield; seconded by Hesse

**Resolution:** Motion carried.

#### V. NEXT MEETING

When: September 2, 2009 - 1:30pm

Where: Archives Conference Room, Archives and Records Building, Olympia

#### VI. ADJOURNMENT

**Action:** Motion to adjourn: DeLeon seconded by Hesse

**Resolution:** Meeting adjourned 4:00 p.m.

#### CERTIFICATION OF MINUTES OF THE STATE RECORDS COMMITTEE MEETING:

*I, Steve Ryser, Chair of the State Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the State Records Committee of the Secretary of State, Archives and Records Management Division, held in the State Archives Building conference room on July 1, 2009, and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington and that a quorum was present.*

Steve Ryser  
Chair Signature

9-2-09  
Date